

**OFFICE OF THE CHIEF JUDICIAL MAGISTRATE, CENTRAL DISTRICT,  
TIS HAZARI COURTS, DELHI.**

**DUTY ROSTER FOR THE MONTH OF NOVEMBER-2024,  
CENTRAL DISTRICT**

The following Judicial Magistrates First Class, Central District will work as Duty Magistrate, on the dates noted against their names. It is enjoined upon the Duty Magistrates to hold trial of accused persons involved in petty cases whenever necessary and to attend all urgent matters, such as recording of dying declaration etc. whenever such matter is placed before them. They should always be available in their homes on the day of duty.

On Sundays, Second Saturday and other holidays, they are required to reach to court by 11.00 AM and remain there up to 05:00 PM or till the disposal of remand and other misc. work whichever is later. On working days Duty Magistrates shall remain in the court till 05:00 PM. The duty Magistrate would be assisted by his/her own staff.

In case of any difficulty to work on any particular day, the concerned Officer may get the duty exchanged, on mutual basis with any other Officer who is willing to perform duty on that day. Order be got issued in that regard well in advance, so that there is no inconvenience to anyone.

The Ld. Duty MM shall also dispose off Traffic/STA Challans (impounded vehicles) on their day of duties on holidays.

The Ld. Duty MM shall also work at Outreach Clinic IHBAS near Jama Masjid, Urdu Park, Gate No. 2, Delhi on all Mondays, on need basis.

Sl. No.	Name of Ld. MMs.	Days of Duty	Holidays	Court Room No.
1	Ms. Shipra Dhankar, JMFC R/o D-52, Panchsheel Enclave, New Delhi		<u>01-11-2024</u>	180
2	Ms. Manya, JMFC R/o H. No. 145-146, Pocket-G-27, Sector-3, Rohini, Delhi.		<u>02-11-2024</u>	273
3	Ms. Meena Chauhan, JMFC R/o House No. 101-C, Plot No.7, Gali No 1, Maurya Enclave, Khasra No. 844-845, Sant Nagar, Burari, Delhi-84		<u>03-11-2024</u>	206 Extension Block
4	Dr. Neha Kheria, JMFC R/o 22A, Navsena Apartment, West Enclave, Pitampura, Delhi.	04-11-2024 05-11-2024		343
5	Ms. Neha Guel, JMFC R/o Flat No. 10 Sukhdham Apartment Sector-9, Rohini, Delhi	06-11-2024 07-11-2024		203, CBA-II
6	Sh. Nitish Kumar Sharma, JMFC R/o H. No. 64, Govind Mohalla, Haiderpur, Delhi	08-11-2024		201, CBA-I

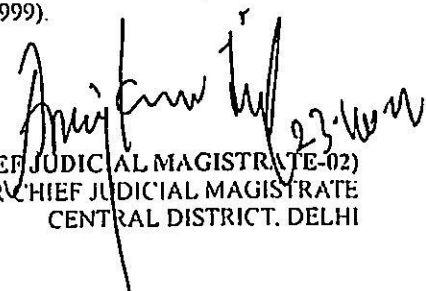
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7	Sh. Chatinder Singh, JMFC R/o Flat No 2056, Ground Floor. Type-IV, DA Flats, Gulabi Bagh, Delhi.		<u>09-11-2024</u>	72
8	Sh. Gaurav Goyal, JMFC R/o 413, Sec. 22A, Pocket-C, Palam Vihar, Gurugram		<u>10-11-2024</u>	247
9	Sh. Arjun Kirar, JMFC R/o R-801-802, 1 <sup>st</sup> Floor, Raghubir Nagar, New Delhi	11-11-2024 12-11-2024		1. CBA-I
10	Sh. Pranjal Gangwar, JMFC R/o H No.307, Shikha Apartment, IP Extension, Delhi	13-11-2024 14-11-2024		205 Extension Block
11	Dr. Raj Kumar Singh, JMFC R/o A-2/146-147, Second Floor, Sector-11 Rohini, Delhi-85		<u>15-11-2024</u>	241
12	Ms. Gita, JMFC R/o Flat No. 2099, Type-V, Delhi Admn. Flats Gulabi Bagh, Delhi.	16-11-2024	<u>17-11-2024</u>	288
13	Ms. Reetika Jain, JMFC R/o B-64, Antriksh Apartments, Sector-14 Extension, Rohini, Delhi-85	18-11-2024 19-11-2024		149
14	Sh. Vinod Kumar, JMFC R/o B-28, 4 <sup>th</sup> Floor, Raghu Nagar, Pankha Road, New Delhi	20-11-2024 21-11-2024		150
15	Sh. Apoorv Gupta, JMFC R/o E-148, Ground Floor & 1 <sup>st</sup> Floor, Ashok Vihar, Delhi-52	22-11-2024		26
16	Sh. Manuj Kaushal, JMFC R/o H. No. 1707, Delhi Administration Flats, Gulabi Bagh, Delhi	23-11-2024	<u>24-11-2024</u>	37
17	Ms. Payal Singal, JMFC R/o 1673, Ncelkanth Apartments Sector-13, Rohini, Delhi.	25-11-2024 26-11-2024		286
18	Sh. Rupinder Singh Dhiman, JMFC R/o H. No. 2026, Delhi Administration Flats Gulabi Bagh, Delhi.	27-11-2024		1. CBA-II
19	Ms. Divya Gupta, JMFC R/o 8-A, Ashoka Apartment, 7 Rajpur Road, Delhi	28-11-2024		2, CBA-I
20	Ms. Sayesha Chadha, JMFC R/o 39/2, Shakti Nagar, Delhi	29-11-2024		272
21	Ms. Katyayini Sharma Kandwal, JMFC R/o C-88, Sector-50, Noida, UP	30-11-2024		202, CBA-II

9

Remarks:

01. The dates which are underlined, fall on Sunday, Second Saturday and Holidays
02. When any working day is declared a holiday, the Duty Magistrate on that day will be deemed as Duty Magistrate for whole day without any further order
03. Duty Magistrate shall hold court on Sundays, Second Saturdays and Holidays etc in Room Numbers mentioned against their names.
04. It is impressed upon the JMFC to complete their work, in particular signing of orders passed on the day, as also on warrants for example release warrants, remand warrants etc. pursuant to such orders as aforesaid, before leaving the court at the end of the court hours, and not to leave such work for the duty Magistrate of the day.
05. The Duty Magistrate deputed for holidays, Second Saturday and Sundays, etc. shall look after the cases of CBI, Warrants of Arrest issued by the authorities beyond Delhi. He shall also dispose off the matters presented by Railway Police and all other matters not specifically mentioned herein. *With the consent of all the Ld. Officers and as discussed in the meeting held on 06-04-2022, Ld. Officers shall deal with all court work of their respective courts including remand work /bail bonds, marking of TIP and application for recording of statement under section 164 Cr. P.C. etc till 05:00 PM.*
06. *The Duty Magistrate of the day shall report at Video Conferencing Room latest by 12:00 noon and shall dispose off the work as per direction of this office contained in office order No. 8340-80/MM/CMM/2008 dated 28-07-2008. The Duty Magistrate shall not ordinarily do the work of any Link Magistrate on the day of his/her duty, except when assigned by the undersigned. If such work of an officer comes to him/her, it shall be put up before next Link Magistrate of such officer without formal marking. This issues with the approval of the Ld. District & Sessions Judge (HQ) dated 16-10-2017 in supersession of earlier order of this office bearing No. 996-1024/CMM/Central/2017 dated 01-02-2017*
07. The Ld. JMFC deputed for duty and the staff of their courts who will work on such days shall be entitled to avail Special Casual Leave (Compensatory Leave) in lieu of the duty performed on such day (s) as per rules. The special casual leave (compensatory) of the JMFC shall be routed through and after verification by the undersigned. The JMFC while forwarding the application of the staff for grant of such special casual leave (compensatory) shall verify that the official concerned had actually worked on a particular date
08. The Judicial Magistrates First Class deputed as Duty Magistrate shall not be allowed to avail leave on the day of their duty in any circumstances. Judicial Magistrates First Class may only be allowed to change their day of duty on mutual exchange basis with prior permission of the undersigned. If the Duty Magistrate is not available on any day due to some inevitable reasons, he/she will send a formal request well in advance for change of duty alongwith the written consent/willingness of the officer agreeing to perform duty in his/her place, to the office of the undersigned, so that appropriate orders may be passed.
09. The Judicial Officers who are deputed as Duty Magistrates, if summoned for the day of such duty to appear as witness in a court located in court complex other than the place of posting will send a formal request in advance to the court where he/she has to appear as a witness for his/her exemption from court attendance for that date, he /she may do so in the forenoon session, under intimation to the undersigned (Ref: standing order issued by the Ld. District Judge-I & Sessions Judge, Delhi. Vide No. 42534-684/DM/Gaz. Dated 26-10-1999).

  
(ADDL. CHIEF JUDICIAL MAGISTRATE-02)  
FOR CHIEF JUDICIAL MAGISTRATE  
CENTRAL DISTRICT, DELHI

No 8439-8497 /CJM/Central/SS/DR/2024

Dated. 23/11/2024

Copy forwarded for information to:-

01. The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi  
(Through Ld. Principal District & Sessions Judge (HQs), Delhi)
02. The Ld. Principal District & Sessions Judge (HQs), Delhi
03. The Ld. Officer In-Charge, Pool Car, THC, Delhi
04. The Ld. CJMs, all Districts, Delhi/ New Delhi.
05. The Ld. Secretary, DLSA, Central District, THC, Delhi.
06. The Ld. Administrative Civil Judge, Central District, Delhi
07. The Ld. ACJMs/JMsFC, Central District, THC and Railway Courts, Delhi
08. The Ld. Principal Magistrates, JJB-I, II & III, Delhi/New Delhi
09. The Director, Prosecution, THC, Delhi
10. The Commissioner of Police and DCsP, North, Central and West District, Delhi
11. The I G (Prison), Tihar Jail, Delhi/ New Delhi.
12. The Secretaries, Bar Association, THC/PHC/KKD/Rohini/Dwarka & Saket Courts, Delhi.
13. The Nazarat Branch/Filing Section, Central District, THC, Delhi.
14. The AO (J), Computer Branch, Central District, Delhi
15. The Care Taking Branch, THC, Delhi.
16. The Superintendent Jail, New Delhi/ Law Officer, Tihar Jail/ Lock-Up Incharge, THC, Delhi
17. For uploading on Central Web-site Committee through LAYER.
18. The Video Conferencing Room, THC, Delhi.
19. The Cash Branch, THC, Delhi
20. Reader to CJM, Central District, Delhi
21. The Dealing assistant (Leave), Judicial Branch and Admn. Branch-I, II & III, Central, THC, Delhi
22. The Guard File.

(ADDL. CHIEF JUDICIAL MAGISTRATE-02)  
FOR CHIEF JUDICIAL MAGISTRATE  
CENTRAL DISTRICT, DELHI